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AUTHOR	Packer, Alex J.
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ABSTRACT

Written for the skeptical teen who groans at the mere concept of manners, this guide provides answers to simple and complex etiquette problems, showing that being polite is a learned skill that can produce effective results. Chapters over a broad range of behavior issues including gift-giving, conversation, personal hygiene, appropriate attire, and public space courtesy, as well as dating, table manners, and Internet "netiquette." Also covered is information on how to effectively deal with rude and inconsiderate people, and how to be a supportive and helpful friend during difficult times. Each of the chapters includes a quiz. The guide features sample scenarios, suggested responses, letters from actual teenagers, and the results from surveys of both teenagers and adults. Topics of pages intended for reproduction include "Fifty Commandments of Family Etiquette," "Thirty Commandments of Classroom Etiquette for Teachers" and one for students, and "Ten Commandments of Telephone Etiquette." (HTH)

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